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[www.NextEraEnergyCanada.com](http://www.NextEraEnergyCanada.com)

## **Conestogo Wind Energy Centre Community Liaison Committee (CLC) CHARTER**

### **Mandate/Purpose**

The mandate of the CLC is to:

- Act as a liaison facilitating two way communication between the Company and members of the public with respect to issues related to the construction, installation, use, operation, maintenance and retirement of the Facility;
- Provide a forum for the Company to provide regular updates on, and to discuss issues or concerns relating to, the construction, installation, use, operation, maintenance and retirement of the Facility with members of the public; and
- Ensure that any issues or concerns resulting from the construction, installation, use, operation, maintenance and retirement of the Facility are discussed and communicated to the Company.

On December 8, 2011 the MOE issued a Renewable Energy Approval for the Facility (subject to conditions). As such, the CLC meetings will focus on aspects of the project related to construction, installation, use, operation, maintenance and retirement of the Facility. The CLC meetings will not re-visit concerns or opinions previously raised during the proposal/planning stage for the facility (e.g. location of a Wind Centre in Wellington County or on the subject site, the *Clean Energy Act*, the MOE's approval process, etc).

### **Objectives**

The objectives of the CLC are to:

- Increase the public's knowledge base of wind energy by providing accurate and up-to-date information on the construction, installation, use, operation, maintenance and retirement of the Facility.
- Help the Company better understand the public's concerns and perception of the risks and effects of wind energy and of the Facility;
- Engage in meaningful and open dialogue in order to identify opportunities for improvements and mitigation and work towards resolving or minimizing conflicts and gaining support/acceptance for the Facility.

### **Membership**

The CLC will be structured to include a broad and diverse range of community members (e.g. residents and/or landowners within 1 km of the Facility, Wellington County residents and/or landowners, First Nations and Métis communities, members of the business community, government and/or agencies, other interest groups/organizations).

In order for the CLC to operate effectively and efficiently, it will be limited to 14 members. However, meetings will be open to the general public for observation and requests for deputations may be submitted. At the discretion of the CLC Chair and the Company and in consultation with the CLC members, up to 3 brief depositions may be made at each CLC meeting.

The CLC meetings will also be attended by at least 1 Company representative as well as up to 3 technical staff/specialists. The meetings will be moderated by a facilitator from IBI Group.

## **Roles and Responsibilities of Participants**

The CLC provides a mechanism for community engagement and communication. All CLC members must be committed to attending and participating in the meetings by listening to information provided by the Company, providing input and engaging in discussion in a respectful and constructive manner. While opinions and ideas may differ, all will be listened to and considered.

The following outlines the specific roles and responsibilities of the various participants.

### **IBI Group (Meeting Coordinators and Chair/Facilitator)**

In its role as Meeting Coordinators, the IBI Group team will be responsible for scheduling all meetings, the preparation and distribution of meeting Agendas and Minutes, approval for public depositions, coordinating with the Company to provide CLC members with any additional required/requested information and posting of all CLC materials on the Company's publically accessible website.

In its role of Chair, IBI Group will attend and facilitate all meetings and ensure that:

- CLC members are provided with adequate information and technical support to assist them in their contribution to the CLC discussions;
- The agreed upon agenda and time schedule for each meeting is followed;
- Meetings allow for constructive and thorough discussion; and
- All members respect the participant's opinions and questions, and do not interrupt another CLC member while speaking (the Chair may supersede this provision and the Chair has the right to replace any member of the CLC or public observer who is interfering with or disrupting with the CLC meetings).

### **Company**

Next Era Canada, ULC and its technical staff and specialists (as required) will be responsible for:

- Attending all meetings;
- Working within the Charter for the CLC;
- Providing the CLC with accurate and up-to-date information on the construction, installation, use, operation, maintenance and retirement of the Facility;
- Listening to issues, concerns and suggestions;
- Participating in discussion and providing answers or additional follow-up information;
- Reviewing meeting minutes and other materials prepared by the CLC or members of the public prior to attending subsequent CLC meetings; and
- Posting of all CLC materials (e.g. Agendas, Minutes and additional information) on its publicly accessible website).

### **CLC Members:**

Participants will be responsible for:

- Signing of the CLC Charter (mandatory in order to participate);
- Attending all CLC meetings (members may send alternates in their place if they are not able to attend a meeting.
  - Note: If a member or group representative misses the first two meetings, the Chair may require the member to forfeit their position and open the position to another person/stakeholder);

- Working within the Charter for the CLC;
- Listening to/reviewing and considering the information provided by the Company;
- Identifying areas of concern or interest about the Facility;
- Suggesting strategies for improvement;
- Participating in discussions;
- Listening to and considering the opinions of other CLC members;
- Providing constructive feedback on the Company's suggestions for improvements;
- Being prepared for meetings by reviewing any materials provided in advance by the Chair (including Minutes from previous meetings);
- Participation in the evaluation of requests for public depositions; and
- Assisting the Company keep the local community and other interest groups apprised of information about the Facility by relaying information via existing community networks.

### **Meeting Format**

A total of four (4) CLC meetings will be held over a two-year period (i.e. 2 meetings annually) and will be:

- Conducted in a local facility (e.g. Arthur Community Centre – to be confirmed)
- Held in the evening (6:30 pm to 8:30 pm – to be confirmed)
- 2 hours in length; and
- Run in a workshop/roundtable format.

***For more information on the approach to establishing and facilitating the CLC please refer to the CLC Terms of Reference.***

### **Agreement to Terms of Membership**

I have read, understand and agree to the terms set out in the CLC Charter and agree to participate as a member of the CLC.

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**Name of CLC member (printed)**

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**Signature of CLC member**

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**Contact Information (i.e. email and telephone)**

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**Date**